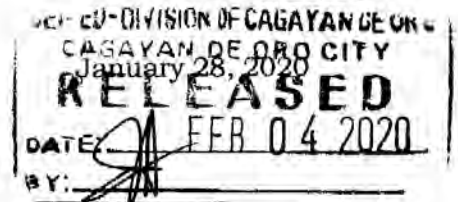




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY

School Governance and Operations Division



**DIVISION MEMORANDUM**

Number 85 s. 2020

**TO :** Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, Governance Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads of Public Elementary and Secondary Schools  
School Screening Committee  
All Sub-Committee Members-DSC  
Division Selection Committee  
All Others Concerned  
This Division

**RANKING FOR TEACHER 1 POSITIONS FOR S.Y. 2020-2021**

1. The field is hereby informed of the ranking of applicants for Elementary, Junior High School and Senior High School Teaching Positions for S.Y. 2020-2021.
2. DepEd Order No. 7, s. 2015 shall be the basis of document evaluation, interview and teaching demonstration for Elementary and Junior High School applicants while DepEd Order No. 3, s. 2016 shall apply for the Senior High School applicants.
3. In accordance to DepEd Order No.7, s. 2015 and DepEd Order No.3, s. 2016, the School Head should form the School Screening Sub-Committee who shall be tasked to verify, evaluate and validate teacher applicant's documents which shall be submitted in hard and soft copy to the Schools Division Superintendent for the issuance of designation order not later than **February 5, 2020**. Soft copies shall be forwarded at [beatriz.alilin001@deped.gov.ph](mailto:beatriz.alilin001@deped.gov.ph).
4. A letter of intent together with the pertinent documents shall be submitted to the school principal on or before February 21, 2020 at 5:00 PM.
5. For Junior High School, School heads of big schools shall create the School Screening Sub-Committees per subject area, with the Department Head as Chairman with three (3) teacher members. For small secondary schools that do not have department heads, the School Head shall be the Committee Chair with four (4) subject leaders from different learning areas as members.
6. Senior High School applicants should arrange their documents based on roman numeral number V, paragraph 2 of DepEd Order No. 3, s. 2016, while Junior High School and Elementary applicants DepEd Order No. 7, s. 2015 paragraph 5.2 shall apply.
7. The applicants shall be responsible in keeping themselves updated by checking all memoranda and issuances through the school, Division Facebook Page and Website regarding the ranking process.

**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
**Telephone:** (08822)-8550048

8. All concerned are tasked to facilitate/conduct the ranking process of the teacher applicants with the following timelines:

<b>Date</b>	<b>Activity</b>	<b>Person/Committee Involve</b>
Jan.31-Feb.5, 2020	Formation of the School Screening Committee, acceptance of Teachers applicant documents in the school level and submission of the composition to the SDS for the issuance of an Order/Authority/Approval.	School Heads and Schools Division Superintendent/Division Selection Committee
Feb.3-21, 2020	Submission of applicant's document to the School	Applicants/School Screening Committee
Feb. 7, 2020	Orientation of teacher-applicants, committee members and secretariat Venue: West City Central School Time : 8:00 AM	Teacher-applicants, committee members and secretariat
Feb.24-28, 2020	Document verification, evaluation and validation (school level)	School Screening Committee
March 4, 2020	Submission of all the authenticated, verified and validated documents to the Division Office by the School Selection Committee	School Screening Committee
March 9-13, 2020	Document appraisal and assigning appropriate points based on the guidelines/criteria	Document/Interview and Teaching Demonstration Committee
March 16-20, 2020	Teaching Demonstration and interview	Interview and Teaching Demonstration Committee
April 1, 2020	Posting of the ranking results	Secretariat/Division Selection Committee

9. For your guidance and strict compliance.

**CHERRY MAE L. LIMBACO**  
Schools Division Superintendent